July 1992

College of
The Albemarle

1991–1993

CATALOG ADDENDUM

College of The Albemarle

Addendum

for

1991 – 1993 Catalog

FOREWORD

Pages cited in this publication are references to College of The Albemarle's 1991–1993 Catalog, Vol. 20, June 1991

FOREWORD

MISSION OF THE COLLEGE – page 3

The mission of the college has been revised as follows:

PURPOSE OF THE COLLEGE

College of The Albemarle is a public two-year college with an open door admissions policy. Its mission is to provide adults in the seven-county Albemarle region with quality, accessible life-long learning opportunities consistent with identified student and community needs. Educational and training programs are designed to enhance the personal, social, and economic potential of the individual and to enrich the quality of community life.

Institutional Goals

The college fulfills this mission by striving to provide the following:

Quality Instructional Programs

* Vocational programs and courses for students desiring to prepare for skilled trades or to upgrade their job skills;

* Technical programs and courses which meet the career needs of individuals;

* Transferable programs and courses for students desiring to attend a senior college or university;

* General education programs and courses for students desiring to tailor their studies to personal interests rather than specific professional requirements;

* Developmental courses and programs which assist students in overcoming deficiencies and in acquiring skills fundamental to further academic and career achievements;

* Continuing education programs and courses based on community needs and interest with emphasis on

    Literacy education:
    Adult Basic Education (ABE),
    Adult High School (AHS),

General Education Development (GED),
Compensatory Education (CED), and
English as a Second Language (ESL);

Occupational Training:
Courses, seminars, workshops, and resource materials designed specifically for training for employment, upgrading skills, retraining and/or recertification;

Community Services:
Academic extension courses,
Practical skills extension courses,
Avocational extension courses, and
Special programs and services which contribute to cultural, economic, and civic improvement of the Albemarle area;

Comprehensive Educational Support Services

A learning resources center offering life-long learning opportunities and media resources for students, faculty, staff, and community residents;

Academic and personal counseling, financial assistance, career guidance, job placement services, student activities, child care services, no-cost tutoring, and cultural enrichment activities important to developing the individual student's potential;

Bookstore services which support the instructional programs and are accessible to students, faculty, and staff;

Exemplary Faculty and Staff

Qualified and competent faculty and staff, worthy of imitation, at all academic and institutional levels;

Opportunities and incentives for faculty and staff to develop professionally;

Knowledgeable faculty and staff willing to serve as resources for community and professional activities;

Sound Financial Resources and Administrative Processes

A management and planning system which ensures productivity, fiscal responsibility, and accountability in the use of funds from public and private sources;

Utilization and distribution of all available financial resources to strengthen academic and support programs within established departmental budgets;

Adequate Physical Resources

Educational facilities and grounds which are attractive, safe, flexible, suitable, and sufficient for institutional functions and community needs;

Appropriate Institutional Development

An accurate representation of the college through recruitment and public information activities and publications;

An effectiveness system which supports the college's goals through research, evaluation, planning, and funding coordination;

Institutional advancement by seeking grants and private gifts; and

Cooperative relationship with educational, governmental, civic, and cultural groups and employers in the Albemarle region.

ACADEMIC CALENDAR 1991-93

COLLEGE CALENDAR – page 8

Spring Quarter 1993, delete Monday, April 12, as a holiday.

ADMISSION TO THE COLLEGE

ADMISSION TO COLLEGE – page 11

In the third paragraph, delete Light Construction, which is to be terminated Fall Quarter 1992. Mechanical Drafting and Design Technology has been changed to Drafting and Design Engineering Technology.

TRANSFER STUDENTS – pages 14-15

The following new paragraph should be added after paragraph one:

Credit for courses which are completed at regionally non-accredited institutions may be granted by College of The Albemarle on a course-by-course basis providing that the following are met:

1. The originating institution be accredited by an accrediting agency for institutions of that type.

2. Instructors in courses to be transferred meet the same minimum qualifications as required for

instructors in institutions in regionally accrediting associations.

3. Courses to be transferred parallel courses offered by College of The Albemarle.

4. Courses meet the same rigorous standards as courses at regionally accredited institutions.

5. A grade of "C" or better has been attained in each of the courses for which credit is being sought.

DIRECTED STUDY – pages 15-16

Delete in No. 2 the words "to transfer to another institution or."

COLLEGE BOARD ADVANCED PLACEMENT TESTS – page 16

In the second paragraph, change the mailing address for requesting College Board information and specific test application to Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

FEES AND EXPENSES

FEES AND EXPENSES – page 18

Tuition and fees are subject to change July 1, 1992. Contact the Student Development office for current tuition and fees.

INSURANCE – page 19

Add the following after the last paragraph:

All persons who enroll in any COA program in which they could be exposed to bloodborne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (See program head for additional information.)

FINANCIAL AID

Throughout this section, change Financial Aid office to read Scholarships and Student Aid office. Also, change Assistant Dean, Student Financial Aid to Director, Scholarships and Student Aid.

APPLICATION PROCEDURE – page 21

Change No. 1 to read as follows:

1. **SingleFile Form (USAF)**
   In completing the SingleFile Form, the student and family should provide information from their federal and state income tax forms for the preceding calendar year. The form should be completed as soon as possible after January 1 and mailed to USAF, Student Needs Analysis Services.
   When students complete the SingleFile Form, they automatically apply for the following:
   - Pell Grant
   - Supplemental Educational Opportunity Grant (SEOG)
   - Perkins Loan (formerly NDSL)
   - College Work-Study (CWS)
   - N.C. Student Incentive Grant (NCSIG)

   NOTE: The college strongly recommends that students completing this form have it reviewed by a staff member from the Scholarships and Student Aid office before mailing.

In No. 3, change the number of scholarships offered to eligible students to more than 123 scholarships.

REQUIRED FORMS FOR FINANCIAL ASSISTANCE – pages 21-22

In Items No. 1 and 4, change the ACT Family Financial Statement to SingleFile Form.

DEADLINES – page 22

Change the ACT Family Financial Statement to the SingleFile Form.

PRIVATE SCHOLARSHIPS - pages 23-24

The number of private scholarships has increased to more than 123 scholarships. Contact the Scholarships and Student Aid office for an up-to-date list.

STUDENT DEVELOPMENT

HEALTH SERVICES – page 30

Change the paragraph to read as follows:

Although the college does not have an elaborate system of health services, if necessary, the college representative will call 9-1-1, who dispatches the appropriate service. Please be advised that there may be a cost involved when the Pasquotank/Camden Emergency Medical Services are used. First aid kits are also available in the Occupational Education office (Room 104, C Building), the switchboard (A Building), the Community and Small Business Center (Room 113, D Building), the Continuing Education office (Room 113, A Building), the Maintenance office, and in

certain laboratories. At the Dare County Campus, the kits are located in the Heating, Air Conditioning, and Refrigeration classroom and in the main office. These locations are posted on the bulletin boards and are subject to change. First aid kits are available for student use; however, the college does not assume responsibility for administration of first aid. Further information and procedures for handling accidents and emergencies are included in the college's Policy and Procedure Manual.

COLLEGE DISCIPLINARY COMMITTEE – page 34

Change Faculty Executive Committee to read Instructional Council Executive Committee.

ACADEMIC REGULATIONS

VOCATIONAL DIPLOMA REQUIREMENTS – page 40

Change the first sentence to read as follows:

A diploma is awarded to students who successfully, with a grade of 2.0 ("C") or above, complete a prescribed vocational program of study which is at least four quarters in duration.

COURSE LOAD – page 44

In the second sentence, change Dean of Student Development to read Dean of Instruction.

PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAMS – pages 47-49

Under DRAMA on page 49, delete DRA 121, 122, and 123; add DRA 151 and 152; and change quarter hours to read 41 instead of 45 quarter hours.

TECHNICAL PROGRAMS – page 50

Change Mechanical Drafting and Design Technology to read Drafting and Design Engineering Technology.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030) – pages 50-51

In Second Year, Second Quarter, add: two daggers before SPH 102 Voice and Diction. In footnote, add: ++SPH 201 may be substituted for SPH 102.

ASSOCIATE DEGREE NURSING (Registered Nursing) (T-059) – pages 51-53

After the last paragraph, add the following sentence: See Hepatitis B vaccination requirements on page 19 (on page 5 in this addendum), under INSURANCE.

Second Year, Third Quarter, NUR 204 should read Medical-Surgical Nursing III.

Add the following program at the end of the nursing section:

LPN-ADN Educational Mobility Program

The goal of the LPN-ADN Educational Mobility program is to facilitate the educational mobility of the Licensed Practical Nurse to the Registered Nurse via the associate degree in nursing program. Licensed Practical Nurses by virtue of their educational preparation and experience have basic nursing skills and knowledge.

The following courses are for Licensed Practical Nurses who wish to enter the LPN-ADN Educational Mobility program with credit by validation:

NUR 105 Transition in Nursing 4 2 12 9
Upon successful completion of NUR 105, students will receive credit for NUR 101, 102, 103, PHM 101, 102.

NUR 201 Maternal-Child Health Nursing 4 0 15 9
This course is taken in place of NUR 104 and 202.

BANKING AND FINANCE (T-112) – pages 53-54

In Second Year, Second Quarter, change REA 219 to 3 0 3, add *Specialty Course 3 0 3, and change total hours for quarter to 18.

In Second Year, Third Quarter, delete BUS 272, add EDP 137 Microcomputer Spreadsheets 3 3 4, and change total hours for quarter to 18.

Change Total Credit Hours Required for Graduation to 119.

The total number of required banking courses needed for graduation has changed to 11 courses instead of 10 courses.

In the specialized banking courses listed, delete AIB 221 and add the following courses:

AIB 220 Officer Calling Skills/Product Knowledge: The Key to Successful Selling 3 0 3
AIB 218 Oral and Written Communication Skills for Bankers 3 0 3
AIB 230 Financial Planning 3 0 3

AIB 212 has become a required course. Add "(required course)" after course title.

BUSINESS COMPUTER PROGRAMMING (T-022) - pages 55-56

In First Year, First Quarter, delete MAT 104, add EDP 113 Logic Design & Flowcharts 3 0 3, and change total hours for quarter to 17.

In First Year, Second Quarter, delete MAT 105 and EDP 113 and add EDP 136 Microcomputer Operations 3 3 4 and Elective (Humanities) 3 0 3.

In First Year, Third Quarter, delete EDP 136 and add EDP 140 Advanced Microcomputer Operations 3 3 4.

In Second Year, First Quarter, delete **EDP 219, add *MAT 104 Technical Math I 5 0 5, and change total hours for quarter to 19.

In Second Year, Second Quarter, delete Elective (Humanities), add *Mat 105 Technical Math II 4 0 4, and change total hours for quarter to 17.

COMPUTER ENGINEERING TECHNOLOGY (T-040) - pages 56-57

In First Year, Third Quarter, change ELN 113 hours to 3 4 5 and change total hours for quarter to 17.

In Second Year, First Quarter, change ELN 211 hours to 2 4 4 and change total hours for quarter to 17.

In Second Year, Second Quarter, change ELN 214 hours to 2 4 4 and change total hours for quarter to 18.

In Second Year, Third Quarter, change ELN 222 hours to 2 4 4, add PHY 203 General Physics III 3 3 4, and change total hours for quarter to 17.

MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192) - pages 57-58

In First Year, First Quarter, delete BUS 107, add *BUS 109 Interpersonal Relations 3 1 3, and change total hours for quarter to 18.

In First Year, Third Quarter, delete BUS 272, add EDP 140 Advanced Microcomputer Operations 3 3 4, and change total hours for quarter to 17.

In Second Year, Third Quarter, delete BUS 109 and add BUS 272 Principles of Supervision 3 0 3.

ELECTRONICS ENGINEERING TECHNOLOGY (T-045) - pages 58-59

In First Year, Third Quarter, change ELN 113 hours to 3 4 5 and total hours for quarter to 17.

In Second Year, First Quarter, change ELN 211 hours to 2 4 4 and total hours for quarter to 19.

In Second Year, Second Quarter, change ELN 214 hours to 2 4 4 and total hours for quarter to 19.

The Total Hours Required for Graduation has changed to 120, 123, or 124.

GENERAL OFFICE (T-033) – pages 59-60

In the footnotes, change ** to read as follows: SPH 201 may be substituted for SPH 102.

HOTEL AND RESTAURANT MANAGEMENT (T-025) – pages 60-61

In the specialized courses listed, delete HRM 104 and add HRM 106 Tourism 3 0 3.

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY (T-043) – pages 61-62

The curriculum title for T-043 has been changed to Drafting and Design Engineering Technology instead of Mechanical Drafting and Design Technology. Change title of section and course title in first paragraph.

MEDICAL OFFICE TECHNOLOGY (T-032) – page 62

In the footnotes, change ** to read as follows: Six hours of Cooperative Education may be substituted for BUS 109 and ENG 209.

POSTAL SERVICE TECHNOLOGY (T-141) – page 63

In First Year, Third Quarter, delete EDP 109 and add EDP 137 Microcomputer Spreadsheets.

In First Year, Third Quarter and Second Year, Second Quarter, add double asterisks to Elective (General).

In the footnotes, add the following: **Six hours of Cooperative Education may be substituted for Electives (General).

REAL ESTATE (Technical Specialty) (T-166) – page 64

In First Quarter, change REA 101 hours to 6 0 6 and First Quarter total to 9.

In Third Quarter, change REA 219 hours to 3 0 3 and Third Quarter total to 6.

Change Total Credit Hours Required for Certificate to 20.

VOCATIONAL PROGRAMS – page 65

Delete the curriculum Light Construction (V-029) from the list of vocational programs offered at College of the Albemarle.

LIGHT CONSTRUCTION (V-029) – page 69

This curriculum has been terminated.

NURSING ASSISTANT (V-072) – page 70

At the end of the third paragraph, add the following sentence:

> A minimum score of 10 should be achieved on the Nelson-Denny Reading Comprehension Placement Test for entry into the Nursing Assistant program.

CONTINUING EDUCATION DIVISION

Fees – page 75

Add the following paragraph at the end of this section:

> All persons who receive training in any COA program in which they could be exposed to bloodborne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (See program head for additional information.)

COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

Delete mechanics in section heading.

BANKING

AIB 221 has been deleted.

New course descriptions have been added as follows:

AIB 218 Oral and Written Communication Skills for Bankers: This course teaches students the skills to communicate effectively with co-workers and customers. It also provides students with an understanding of core communication principles which are essential for effective communication. (Var.) 3(3-0)

AIB 220 Officer Calling Skills/Product Knowledge: The Key to Successful Selling: This course teaches students how to call on business loan prospects while maintaining solid business relationships. The course provides students with an understanding of the range of financial products a bank can offer and explains the needs these products meet. (Var.) 3(3-0)

AIB 230 Financial Planning: This course addresses the perspectives, principles, and practices of financial planning in an understandable, step-by-step format. It is designed for a broad range of students who want to learn about the financial planning process.

BIOLOGY

BIO 201 prerequisites have changed as follows: BIO 101-103 or placement test scores of 51 in verbal, 18 in math, and 12.6 in reading comprehension.

CARPENTRY

Delete all CAR courses.

DESIGN

Change section heading to Design Drafting.

DRAFTING

DFT 204 and 207 - Add the following into the Prerequisite: or permission of instructor.

DFT 210 - Add the following: Prerequisite: DFT 101 or permission of instructor.

DFT 1102, 1103, and 1145 have been deleted.

DRAMA

DRA 121, 122, and 123 have been deleted.

The following drama courses have been added:

DRA 151 History and Appreciation of Drama I: In this course, students investigate the birth and development of theatre in ancient Greece through religion, ritual, and entertainment. This study is followed by a brief survey of history since the Greeks, from the Medieval period through the Renaissance, to Elizabethan England and the present day. Emphasis is on the types and styles of drama, dramatic literature, acting, and directing. (F) 3(3-0)

DRA 152 History and Appreciation of Drama II: This continuation of DRA 151 focuses on the art and craft of theatre. The medium of the theatre, which is the play script, will be a primary focus of study. Acting, design, and play production are emphasized.

Play scripts are studied from the vantage point of a director and designer who bring the script to production through the work of the technical crews. Plays are read, reviewed, and critiqued. This course also includes a review of the job opportunities available through the many areas of television and film as well as through the stage. (W) 2(2-0)

ELECTRICAL INSTALLATION AND MAINTENANCE

Change the section heading to Electrical.

ELC 1123 has been deleted.

ELECTRONIC DATA PROCESSING

Change the section heading to Computer.

EDP 137 and 138 - In the prerequisite, change EDP 136 to EDP 101.

The following course has been added:

EDP 140 Advanced Microcomputer Operations: This is an advanced study of the MS-DOS software and hardware as related to the operation, installation and maintenance of business application software. The topics covered include using an editor, building batch files, pipes, filters, configuring the system, print modes, using DOS Shell, Norton Utilities, PC Tools, and Windows. (S) 3(3-4)

EDP 212 - Add the following to the course description: Prerequisite: EDP 101.

ELECTRONICS

ELN 102 - Add the following to the course description: Prerequisite: ELN 101.

HISTORY

HIS 204 has been deleted.

The following history courses have been added:

HIS 210 Middle East History, Part I: This course surveys the historical, economic, and political background of what is called the Middle East prior to World War I through World War II. (Var.) 3(3-0)

HIS 211 Middle East History, Part II: This course continues to explore the historical, economic, and political background of the

Middle East. Special emphasis is on oil and the role of the United States in its history, production, and turmoil. (Var.) 3(3-0)

LIBRARY

Change title of section to Library Science.

MACHINIST

Change title section to Mechanical.

MEC 1135 has been deleted.

HOTEL AND RESTAURANT MANAGEMENT

HRM 104 has been deleted.

The following course description has been added:

HRM 106 Tourism: This course takes a cross-disciplinary approach to examine the many aspects of tourism. The social science perspective provides students with the kind of practical knowledge which can be applied effectively to the hospitality industry. The course also provides advanced information which can serve as a bridge to further analysis or study. (Var.) 3(3-0)

NURSING

NUR 200 and NUR 207 have been deleted.

The following courses have been added:

NUR 105 Transition in Nursing: Transition in Nursing is a clinical nursing course designed for the Licensed Practical Nurse entering the LPN-ADN Educational Mobility program. The course provides the student with a knowledge base for clinical nursing practice using Roy's Adaptation Model for Nursing in conjunction with the nursing process. Common medical-surgical conditions are discussed along with teaching-learning theory. The concept of the family as a system is introduced. Emphasis is on physical assessment skills and the application of these skills to persons experiencing common medical-surgical conditions. (SS) 9(4-2-12)

NUR 201 Maternal-Child Nursing: Maternal-Child Nursing is a course designed for the licensed practical nurse in the Educational Mobility program. This course is a study of maternal-child nursing focusing on the emerging family and on the ill child and family. Emphasis is on deviation from normal and also on the more complex problems associated with the emerging family and with the ill child and family. Applications of the Roy Adaptation Model and the nursing process to the individual and the family group are stressed. Concepts of family-centered nursing and health teaching are presented. Nutrition and pharmacology are integrated throughout the course. (W) 9(4-0-15)

Correction in course title: NUR 204 Medical-Surgical Nursing III

PLUMBING

PLU 1115 has been deleted.

REAL ESTATE

In REA 101, the course hours have been changed to 6(6-0) instead of 3(3-0).

In REA 219, the course hours have been changed to (Var.) 3(3-0) instead of (W) 5(5-0).

NEW STUDENT ORIENTATION - SEPTEMBER 3, 1992, 10:00 AM
COMMUNITY CENTER AUDITORIUM

1992-93 ADMISSIONS PLACEMENT TEST CALENDAR

SAT.	JULY 11, 1992	10:00 AM	
WED.	JULY 29, 1992	7:00 PM	
SAT.	AUGUST 22, 1992	10:00 AM	
SAT.	AUGUST 29, 1992	10:00 AM	LAST TEST DATE FOR FALL '92 APPLICANTS
SAT.	OCTOBER 31, 1992	10:00 AM	
TUES.	NOVEMBER 17, 1992	7:00 PM	LAST TEST DATE FOR WINTER '92 APPLICANTS
SAT.	JANUARY 9, 1993	10:00 AM	
THURS.	JANUARY 28, 1993	7:00 PM	LAST TEST DATE FOR SUMMER '93, LPN-ADN MOBILITY PROGRAM APPLICA
SAT.	FEBRUARY 6, 1993	10:00 AM	
TUES.	FEBRUARY 23, 1993	7:00 PM	LAST TEST DATE FOR SPRING '93 APPLICANTS AND FALL '93 LPN & AD APPLICANTS
SAT.	MARCH 20, 1993	10:00 AM	
SAT.	MAY 8, 1993	10:00 AM	
THURS.	MAY 27, 1993	10:00 AM	LAST TEST DATE FOR SUMMER '93 APPLICANTS
SAT.	JUNE 19, 1993	10:00 AM	
SAT.	JULY 10, 1993	10:00 AM	
TUES.	JULY 27, 1993	7:00 PM	
SAT.	AUGUST 21, 1993	10:00 AM	
SAT.	AUGUST 28, 1993	10:00 AM	LAST TEST DATE FOR FALL '93 APPLICANTS